# Planning Grant Application Checklist

## Program Resource Links

* Planning Grant [Application](https://cagovopr-crc.submittable.com/submit)
* [Guidelines](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf)
* [CRC Round 1 Planning Grant Webinar](https://www.youtube.com/watch?v=ghhAxQDEvkY)

Applicant must:

* Identify one (or more) eligible proposed sites
* Identify eligible entity as Lead Applicant
* Propose local partners, including local residents and community-based organizations
  + Demonstrate commitment to a signed Partnership Agreement by end of year one of grant term for their Collaborative Stakeholder Structure
* Define project area with clearly defined eligible sites with coordinates
* Demonstrate ability to gain site control for proposed site within the Grant Term
* Provide letter of commitment, workplan, and budget

| Requirement | Documentation Type | Reference/Resource | Complete? Yes/No |
| --- | --- | --- | --- |
| Application Workbook | Upload | Includes CRC workplan and CRC budget: [Application Workbook](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsgc.ca.gov%2Fprograms%2Fcommunity-resilience-centers%2Fdata%2F20230714-CRC_R1_PG_Application_Workbook.xlsx&wdOrigin=BROWSELINK) |  |
| Budget Supporting Documentation | Upload | Any supporting documentation outlined in [Application Workbook](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsgc.ca.gov%2Fprograms%2Fcommunity-resilience-centers%2Fdata%2F20230714-CRC_R1_PG_Application_Workbook.xlsx&wdOrigin=BROWSELINK) – must include quotes for purchases of any electronics or equipment above $5,000, and for subcontractors above $100,000 |  |
| Funding Estimate | In-application narrative ($ USD) | Reference [Section 10.1 Funding Availability and Award Amount](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=66) |  |
| *If Lead Applicant is a public agency:* Evidence of a passed formal resolution that includes authorization to apply for and accept a CRC Grant, and authority to execute all related documents if awarded | Upload | [Sample Resolution Letters](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-Sample_Resolution_Letters.pdf) |  |
| *If Co-Applicant is a public agency:*  Letter of support from the public agency or agencies describing their commitment to supporting the completion of the grant | Upload | Reference [Section 6.2 Eligible Applicant Types](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=34) |  |
| *If Lead Applicant is a private entity:*  Letter of recommendation from partner community-based organization or tribe | Upload | Reference [Section 6.2 Eligible Applicant Types](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=34) |  |
| Planning Area Map | Upload | [Planning Area Mapping Guide](https://sgc.ca.gov/programs/community-resilience-centers/docs/20230719-CRC_R1_Planning_Area_Mapping_Guide.pdf) |  |
| *If your Planning Area crosses municipal boundaries, federally recognized Tribal territory boundaries, or similar jurisdictional boundaries:*  Letter of Commitment from each relevant public agency that outlines how relevant public agencies and/or tribal governments who collectively have jurisdiction over the entire Planning Area will execute and manage the grant | Upload | Reference [Section 6.3 Collaborative Stakeholder Structure](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=35)  [Sample MOUs](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-Sample_MOUs.pdf) |  |
| Letter of Commitment from Lead Applicant and each Co-Applicant | Upload | Reference [Section 8.4 Applicant Capacity](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=49) |  |
| Financial Audits for each Lead and Co-Applicant | Upload | Provide copies of current annual organizational budgets and a copy of recent financial statements |  |
| *If the Lead Applicant and/or Co-Applicant(s) are a non-profit organization:*  Non-Profit Documentation | Upload | Copies of the most recent Federal Form 990 and a copy of the organization’s IRS 501 (c)(3) Tax Determination Letter |  |
| **Audit Findings (last 5 years)** | Upload | Any Applicant or Co-Applicant that has had an audit finding in the last five (5) years is required to submit in an official letter |  |
| Vision Statement | In-application narrative (150 word limit) | Reference [Section 3.1 CRC Planning Grant Program Objectives](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=17) |  |
| Program Objectives & Activities | In-application narrative (300 word limit) | Reference [Section 3.1 CRC Planning Grant Program Objectives](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=17) and [Section 3.2 Eligible Planning Activities](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=18) |  |
| Community Profile | In-application narrative (500 word limit) | May include community profile description, local priority populations, description of local community resilience  Reference [Section 2.3 Neighborhood Scale: Priority Populations](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=14) |  |
| Community Engagement to Date | In-application narrative (200 word limit) | Description and timeline of how stakeholders informed development of project proposal. Reference [Appendix C: Community Engagement](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=87) |  |
| Community Engagement Plan | Upload | Reference [Appendix C: Community Engagement](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=87) and complete template [Community Engagement Plan Template](https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-CRC_R1_PG_Community_Engagement_Plan.docx) <https://sgc.ca.gov/programs/community-resilience-centers/data/20230714-CRC_R1_PDG_Community_Engagement_Plan.docx> |  |
| Proposed Collaborative Stakeholder Structure | In-application narrative(300 word limit) | Information on stakeholder structure and partnerships, reference [Section 6.3 Collaborative Stakeholder Structure](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=35) and [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=58)  For information regarding stakeholders with lived expertise and expertise serving priority populations, reference [Section 2.3 Priority Communities and Priority Populations](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=13) |  |
| Financial Capacity | In-application narrative (200 word limit) | Describe financial capacity, which includes the ability to receive funds, execute the grant if awarded, and subcontract to CSS partners as needed  Reference [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=58) |  |
| Management and Organizational Capacity | In-application narrative (200 word limit) | Describe Lead Applicant’s management and organizational capacity  Reference [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=58) |  |
| Climate Resilience and Local Data Report | Upload | Generate report from [Cal-Adapt’s Local Climate Change Snapshot Tool](https://cal-adapt.org/tools/local-climate-change-snapshot/)  Reference [Cal-Adapt Tool Guide](https://sgc.ca.gov/programs/community-resilience-centers/docs/20230719-CRC_R1_Cal-Adapt_Instructions.pdf) |  |
| Climate Resilience and Local Data Narrative | In-application narrative (500 word limit) | Describe and summarize local climate risks, exposures, and adaptation and resilience measures in Project Area. Provide local community context using [Cal-Adapt’s Local Climate Change Snapshot Tool](https://cal-adapt.org/tools/local-climate-change-snapshot/)  Reference [Cal-Adapt Tool Guide](https://sgc.ca.gov/programs/community-resilience-centers/docs/20230719-CRC_R1_Cal-Adapt_Instructions.pdf) |  |
| Demonstrated Need and Value of Proposed Activities | In-application narrative (500 word limit) | Explain how proposed activities build climate and community resilience  Reference [Section 9.2 Application Components](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=55) |  |
| Meaningful Benefits and Outcomes to Priority Populations | In-application narrative (200 word limit) | Describe how strategies and activities will deliver meaningful benefits and outcomes to local priority populations  Reference [Section 2.3 Priority Communities and Priority Populations](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=13) and [Appendix C: Community Engagement](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=87) |  |
| Project Design and Feasibility | In-application narrative (500 word limit) | High-level budget narrative and justification for budget items  Reference [Application Workbook](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsgc.ca.gov%2Fprograms%2Fcommunity-resilience-centers%2Fdata%2F20230714-CRC_R1_PG_Application_Workbook.xlsx&wdOrigin=BROWSELINK) |  |
| Readiness Requirements for Future CRC Funding Rounds | In-application narrative (200 word limit) | Demonstrate ability to directly meet readiness requirements for future CRC funding rounds and related opportunities  Reference [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=59) |  |
| Replicability and Usefulness to Other Communities | In-application narrative (200 word limit) | Describe what elements of this project, if funded, are replicable and useful for other communities seeking CRC Planning Grant funds or activities  Reference [Section 9.4 Scoring Criteria](https://sgc.ca.gov/meetings/council/2023/04-26/docs/20230426-Item5a_Attachment_A_CRC_Guidelines.pdf#page=59) |  |